



HAZARD COMMUNICATION PROGRAM

Program: Hazard Communication

Facility: Waimanalo Gulch Sanitary Landfill

Facility Location: 92-460 Farrington Highway, Kapolei, HI 96707

PURPOSE

Employees at our facilities use certain materials requiring specific precautions. It is the policy of WGS� to communicate any known hazards associated with these materials and to train our employees in safe handling techniques.

DEFINITIONS

Chemical – any element, chemical compound or mixture of elements and/or compounds.

Chemical manufacture – an employer with a workplace where chemical(s) are produced for distribution or us.

Combustible liquid – any liquid having a flashpoint at or above 100 degree F (37.8 degree C), but below 200 degree F (93.3 degree C), except any mixture having components with flashpoints of 200 degree F (93.3 degree C), or higher, the total volume of which make up 99 percent or more the total volume of the mixture.

Common name- any designation or identification such as code name, code number, trade name, brand name, or generic name used to identify a chemical other than by its chemical name.

Container – any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical.

Explosive – a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

Exposure or exposed – an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g., accidental or possible) exposure.

Flashpoint – the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite when tested.

Health hazard – includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, neurotoxins, agents which act



HAZARD COMMUNICATION PROGRAM

on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

Labels – any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

Physical hazard – a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Trade secret – any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it.

Unstable – a chemical which in pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or transfer.

Water-reactive – a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Work area – a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace – an establishment, job site, or project, at one geographical location containing one or more work areas.

RESPONSIBILITIES

Management and supervisors must ensure that proper information is obtained and communicated to appropriate employees. Employees must follow the safe work practices outlined in training sessions, Material Safety Data Sheets, warning labels, and/or operating procedures.

The effectiveness and success of this program depend on the active support and involvement of all personnel.

MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheets (MSDS's) contain information necessary to safely handle specific materials. It is important for **WGS** to obtain the MSDS's from suppliers concerning hazardous materials purchased. Workers are advised of the following information:

- Name, address, and telephone number of manufacturer, distributor or importer.

- Chemical name and/or common name of material.
- Chemical analysis or formula.
- Ingredients and hazards associated with chemicals used.
- Physical data.
- Fire and explosion hazard data.
- Reactive data.
- Health hazard data.
- Spill leak, and disposal data.
- Special protection information.
- Special precautions and comments.
- MSDS identification number.

Vendors are required to provide MSDS's for all hazardous materials including solvents, soaps, oils, maintenance supplies, lubricants, cleaners, compressed gases, welding and brazing wires and rods, fluxes, etc. These sheets should be sent to the District Manager. Records should be maintained of all verbal and written requests for MSDS's from suppliers of hazardous materials.

Records of verbal requests must include date of request, supplier's name, product for which the sheet is being requested, name of person from whom sheet is being requested, and name of the person making the request. Written requests can be kept in a separate file.



HAZARD COMMUNICATION PROGRAM

A file of location specific MSDS's used will be maintained at the following locations:

- **SHOP**
- **WGSL OFFice**

A master copy of all MSDS's will be maintained in the Maintenance Managers office.

STATE SPECIFIC ITEMS

Each MSDS will be maintained for at least 30 years.

These MSDS's are available for review by any employee upon request. In addition, the Maintenance Manager will screen all MSDS's received to insure that the information listed above is included. If sheets are incomplete, the supplier will be notified and an updated and/or complete MSDS will be requested. Records of these requests will be maintained also.

Generally, the Company does not become aware of new and significant health hazards associated with materials used in our facilities unless notified by the supplier or manufacturer. Upon receipt of updated MSDS's Maintenance Manager replaces outdated MSDS's with the new ones, and Informs employees of the changes.

WORKPLACE CHEMICAL LIST

The Maintenance Managers will be responsible for maintaining a Workplace Chemical List of all hazardous materials used at WGSL. A separate form will be used for each facility. The Workplace Chemical List will be available for review by employees of a facility upon request.

The Workplace Chemical List constitutes the official list of all hazardous materials approved for use at **WGSL**.

The Maintenance Manager must approve materials not on the list before being received.

Once a year, each department will conduct a physical inventory of chemicals and materials in use in its area and report the results to Joe Whelan, program manager. The results will be compared with the Workplace Chemical List to insure that it is complete and accurate.



LABELS AND OTHER FORMS OF WARNING

Labels and similar forms of warning list any hazards associated with containerized materials. Therefore, all hazardous materials will be placed in labeled containers. Labels must not be defaced or removed. Labeled containers must always be positioned with the labels clearly visible. If a container is without a label, it must be labeled immediately. Until the container is properly labeled, the materials will not be use Labels are to include:

- A list of hazardous materials within the container.
- Appropriate hazard warnings.
- Name, address and phone number of the manufacturer, distributor, or importer.

Labels are to be in English, with other languages optional. Labels will contain the material's name. If the chemical name is used, the common name can be found by referring to the Workplace Chemical List.

Employees are trained not to rely solely on the information inscribed on a label, but also to read the MSDS for additional information.

TRAINING AND LOCATION OF HAZARD DATA

A program has been established to ensure that all employees are trained prior to beginning work with hazardous materials. Procedures have also been established to train new hires and transferred employees. This training is to inform employees of any hazardous materials known to be present in the workplace.

- This written program and copies of MSDS's covering hazardous materials in a specific work area are maintained by the Maintenance Manager and supervisors in appropriate places to permit ready access to employees, physicians, and employee representatives at all times. (A location within a locked office or filing cabinet and not readily accessible is unacceptable.)
- The Maintenance Manager maintains the facilities Workplace Chemical List and a master copy of all MSDS's. MSDS's from this file are not to be removed from the facility. Employees may review this information at any time.
- Employee training includes, as a minimum:
 - A briefing on the OSHA Hazard Communication Standard concerning employee and company rights and responsibilities.
 - Identification of hazardous materials in the employee's work area, and potential dangers associated with them.



HAZARD COMMUNICATION PROGRAM

Location of the written program and MSDS's appropriate to the employee's work area.

- How to use MSDS's (e.g., what information they contain, where to find the information, how to use it).
- How to use labels and other forms of warning—what information they communicate, and how to use that information for protection.
- Specific training appropriate to the employee.
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.)

- The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and PPE to be used.
- Employee's protection against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.
- Whenever **WGSL** receives a new or revised MSDS, such information will be provided on a timely basis not to exceed 30 days after receipt, if the new information indicates significantly increased risk to, or measures necessary to protect, employee health as compared to those stated on a MSDS previously provided.

- Schedule

- All new employees will be trained prior to working with hazardous materials.
- All transferred employees will be trained prior to assignment in an area where hazardous materials are used.
- All employees will be trained on the hazards of materials at the time they are introduced into their work area.
- All employees, prior to being assigned to a non-routine task involving hazardous materials, will receive special training.
- All employees will be retrained annually.
- The District Manager will schedule such annual training as a safety-meeting topic. Ongoing responsibility for training employees in the situations described above rests with the supervisor of the applicable work area.

- Documentation

All training is to be documented and the information kept at the facility site. Documentation will show the following:



HAZARD COMMUNICATION PROGRAM

- Date of training session.
- Type of training given (brief description or outline)
- Name and signature of employees receiving the training.
- Name(s) of instructor(s).

HAZARD DETERMINATION AND EVALUATION

WGSL will accept the hazard determination and evaluation conducted by the supplier.

EMPLOYEE HAZARD COMMUNICATION REGARDING NON-ROUTINE TASKS

WGSL recognizes that employees will be required to perform non-routine tasks (emergency repairs and/or clean-up of chemical spills, etc.), which could expose them to unusual risks from hazardous materials. Therefore, special attention will be given by the District

Manager and supervisors to instruct employees on how to protect themselves in the performance of these tasks.

- Instructions by the supervisor take place immediately before the employee(s) perform(s) the non-routine task.
- Written records are kept by the supervisor showing:
 - Date
 - Non-routine task involved
 - Name(s) of employee(s) involved
 - Name of person doing the communication and training
- Employees are issued special protective equipment and instructions for its use in the performance of non-routine tasks.



INFORMING CONTRACTORS

- The following information will be communicated to all contractors:
 - Hazardous chemicals to which they may be exposed while on the job site.
 - Precautions the contractor's employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- It is the responsibility of the contractor to communicate this information to their employees and to sign and return the attached acknowledgment form.
- Contractors must provide a copy of each MSDS for chemicals they bring to our site.



**ACKNOWLEDGMENT OF CONTRACTOR RESPONSIBILITY
FOR HAZARD COMMUNICATION**

I, _____, representing the company named _____, do acknowledge receipt of the contractor portion of the **WGSL** and Resource Recovery Facility Hazard Communication Program. I understand the responsibility of my Company under this program. I will insure that the personnel of my company comply with all applicable provisions while at the **WGSL**.

Signature

Date

Work Area: _____

Date Prepared: ____/____/____

Name of Product/Material (label/MSDS name, if different)	Physical Hazards F= Flammable C= Combustible R= Reactive NA= None Applicable	Health Hazards C= Cancer R= Reproductive Harm S= Skin Hazard T= Toxin (target organ)	Special handling Precautions



HAZARD COMMUNICATION PROGRAM

Employee Hazard Communication Regarding Non-Routine Tasks

Date	Non-routine task involved	Name(s) of employee(s) involved	Name of Supervisor conducting training